



Work Structure in Workfront

When we talk about “work” in Workfront, we’re normally talking about projects, tasks, and issues. The illustration (below right) shows how the three can be structured.




PROJECT

Projects are a collection of work items that need to be completed to accomplish a specific goal.



TASK

Tasks are planned work items that may be part of a larger project or initiative. Tasks can also be ad-hoc items that aren't associated with a larger project. Tasks are assigned to users or teams to complete.



ISSUE

Issues are unplanned work items in Workfront. They may be problems that occur during the course of a project, or they may be requests that are submitted through a request queue. Issues are assigned to users or teams for resolution.

All issues logged on a project must be resolved before a project can be marked as complete.

